



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

18 August 2010

Ministry of Civil Service and Administrative Reforms
Circular Letter No 37 of 2010
E/439/06/06 T2

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers of Ministries/Departments

Intra-Urban Travelling

At present, officers who attend duty by bus are being refunded travelling expenses incurred for journeys between their residence and place of work by the most economical route, provided the distance is not less than 1.6 kms. Refund of travelling expenses is also being effected to officers travelling to and from Victoria Square/Immigration Square although the distance is less than 1.6 kms.

2. Representations have been received to the effect that some officers who have recourse to intra-urban transport to enable them to reach office on time should be refunded the travelling costs incurred.

3. With a view to evaluating the financial implications of the representations made and the extent of the problem, it would be appreciated if the annexed proforma could be filled and forwarded to this Ministry not later than **Thursday 30 September 2010**.

(S. Seebaluck)
Senior Chief Executive

Copy to:
Secretary to Cabinet and Head of the Civil Service

MINISTRY OF CIVIL SERVICE & ADMINISTRATIVE REFORMS

Survey Form for Officers using: (i) BOTH normal bus & intra-urban bus* to attend duty
 (ii) ONLY intra-urban bus* to attend duty

Ministry/Department: Name of officer i/c Finance Section:
 Location of Office/Unit/Division: Signature of Officer:
 Date: Phone No.:

DESCRIPTION	NO. OF OFFICERS	INTRA-URBAN BUS		
		MONTHLY COSTS (RS)	ROUTE NOS.	DESTINATION (FROM-TO)
(i) Attending duty by BOTH normal and intra-urban buses		Not applicable		
(ii) Attending duty by BOTH normal and intra-urban buses AND are being refunded for both routes		(specify one way or both ways)		
(iii) Attending duty by BOTH normal and intra-urban buses BUT are being refunded ONLY for normal bus route		Not applicable		
(iv) Monthly costing of (iii) above if intra-urban bus route is refunded to those officers	Not applicable	(one way only)		
(v) Attending duty using ONLY intra-urban bus route but NO refund made as the distance is less than 1.6 kms & monthly costing if refunded to and from place of work		(both ways)		

NOTE

- (i) *Intra-urban buses are used by, e.g:
 - (a) Officers coming from the North who stop at Plaine Verte to take a bus to reach their place of work.
 - (b) Officers living at Plaine Verte and who take a bus to reach their place of work
- (ii) Workings related to the contents of this proforma should be kept for future reference purposes.